

# Access Permits

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District 4 Permit Coordinator

# Access Permits

- Access Fee
- Permit Requirements
- Florida Administrative Codes
- Access Permit Forms
- Operation Center Flow Chart
- District Center Flow Chart
- Description of the Permit Process
- Permit Office Goal

# Access Permits

- Access Fee

<u>Category</u>	<u>Avg. Vehicle Daily Trips</u>	<u>Cost</u>
– A	<= 20	\$50.00
– B	21-600	\$250.00
– C	601-1,200	\$1,000.00
– D	1,201-4,000	\$2,000.00
– E	4,000-10,000	\$3,000.00
– F	10,001-30,000	\$4,000.00
– G	>30,001	\$5,000.00

# Access Permits

- Permit Requirements
  - Pre-Application Meeting (*optional*)
  - Submit the Permit Package to the Operations Center
    - 4 permit applications with original signatures
    - 4 signed and sealed plans
    - 4 signed and sealed cost estimate (*without contingencies*)
    - Drainage Connection Permit
    - Security Instrument
    - Right-of Way Dedication and/or Cross Access Easement (*if required*)

# Access Permits

- Florida Administrative Code
  - Connection Permits (14-96)
  - Access Management (14-97)
- Access Permit Forms
  - Permit [850-040-18](#)
  - Application [850-040-15](#)

# Access Permits

## Operation Center's Flow Chart

Process Control System										
Process Number/Name: <b>DRIVEWAY CONNECTION</b> Process By The Local Permit Office			Primary Customers: Regulators:		Customer's Valid Requirement(s):		Regulator's Valid Requirement(s):			
Input(s): Supplier(s):			Flow Chart			Process and Quality Measures (QC/QA)		Checking / Measurement Monitoring		Miscellaneous Information
STEP / TIME	DEPT. / PERSON	APPLICANT	LOCAL PERMIT OFFICE (LPO)	Process Measures	Control Limits And Specs / Targets	Checking Item	Timeframe (Frequency)	Responsibility	QAR	~ Abbreviations ~ Procedure Reference ~ Notes, etc.
1 DAY		Submit Application to LPO	Check for Completeness							
			Complete?							
		NO								
		YES								
			1 Log Permit into the Permit Information Tracking System (PITS) Type A, B or Minor C?							
28 DAYS			2 Review & Process Permit							
			Approved?							
		NO	2a Revise and Resubmit Up To 60 Days to Respond							
		YES								
1 DAY			Final Permit Approval & Distribution							
Total 30 Days										

TYPE Vehicle Trips Per Day  
 A < 20  
 B 21 ≤ 600  
 C 601 ≤ 1200  
 D 1201 ≤ 4000  
 E 4001 ≤ 10,000  
 F 10,001 ≤ 30,000  
 G > 3000  
  
 CODES  
 O - Outstanding  
 C - Compliant  
 S - Suggestions  
 NC - Noncompliant  
 BP - Best Practices

# Access Permits

## District Office's Flow Chart

Process Control System												
Process Number/Name: <b>DRIVEWAY CONNECTION</b> Process By District Permit Office			Primary Customers: Regulators:		Customer's Valid Requirement(s):		Regulator's Valid Requirement(s):					
Input(s): Supplier(s):			Flow Chart			Process and Quality Measures (QC/QA)		Checking / Measurement Monitoring			Miscellaneous Information	
STEP / TIME	DEPT. / PERSON	APPLICANT	LOCAL PERMIT OFFICE (LPO)	DISTRICT PERMIT OFFICE (DPO)	REVIEWING UNIT (DESIGN, TRAFFIC OPS., DRAINAGE, R/W, ENV., ETC.)	Process Measures	Control Limits	Checking Item	Timeframe (Frequency)	Responsibility	QAR	Miscellaneous Information
						Quality Measures	And Specs / Targets	What is to be checked?	When to check?	Who will check?	Team/Date/ Location	- Abbreviations - Procedure Reference - Notes, etc.
1 DAY		Submit Application to LPO	Check for Completeness	2 Database Input for Type C,D,E,F,G Determine County & Assign to Permit Coordinator								
			Complete?									
1 DAY			NO									
			YES	1 Log Permit into the Permit Information Tracking System (PITS)								
2 DAYS				3 Review & Process Permit Package								
21 DAYS				Require Review by Others?								
				YES	3a Review by Others							
				NO	4 Compile Comments Send comments or NOI							
3 DAYS				Revise and Resubmit Up To 60 Days to Respond								
				Package Complete?								
				YES	Final Permit Approval & Distribution							
2 DAYS												
Total 30 Days												

TYPE Vehicle Trips Per Day

A < 20

B 21 ≤ 600

C 601 ≤ 1200

D 1201 ≤ 4000

E 4001 ≤ 10,000

F 10,001 ≤ 30,000

G > 3000

  

CODES

O - Outstanding

C - Compliant

S - Suggestions

NC - Noncompliant

BP - Best Practices

Source: \_\_\_\_\_

Revised: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Saved: \_\_\_\_\_

Process Owner Approval: Juan Carlos Rodriguez Date: \_\_\_\_\_ Executive Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Rev #: \_\_\_\_\_ Rev Date: \_\_\_\_\_

# Access Permits

- Local Maintenance Office (LMO)
  - Receives the application, fee, plans
  - Check for completeness
  - Input into Permit Information Tracking System (PITS)
  - Process Category A, B permits
  - Category C, D, E, F, G are sent to the District Office for review and approval



# Access Permits

- District Permit Office (DPO)
  - The permit is input into Data Base
  - It is assigned to a Permit Coordinator
  - The permit package is sent to the Design and Drainage Department for review

# Access Permits

## Reviewing Units:

- Design
  - Check to see if the project is designed to FDOT Standards
    - Geometry
    - Pavement Design
- Drainage
  - Property's off-site Drainage is checked for proper drainage to prevent ponding on the State Road
  - Drainage Connection Permit is required for on-site drainage

# Access Permits

## District Permit Office (DPO)

Once the review is completed,

- If the review is approved
  - Check the cost estimate
  - Security Instrument
- If it is not approved
  - A letter is sent with the review comments to the Engineer of Record (EOR) requesting the plans to be revised and resubmitted

# Access Permits

## Permit Office's Goal:

Approve all access permit within 30 days or less.

## Goal Requirements

Submit the following:

- 4 permit application with original signature
- 4 signed and sealed plans
- 4 signed and sealed cost estimate
- Security Instrument
- Approved Drainage Permit
- Right-of Way Dedication and/or Cross Access Easement

# Access Permits

Juan Carlos Rodriguez

District 4 Permit Coordinator

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